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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
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C-A OPERATIONS PROCEDURES MANUAL

12.10 Operations Reporting and Log Books

Text Pages 2 through 4

Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

M. Wiplich

12.10 Operations Reporting and Log Books

1. Purpose

The purpose of this procedure is to define the activities required for operations reporting.

2. Responsibilities

It is the responsibility of the person, or persons, executing this procedure to observe all safety rules.

3. Prerequisites

The person, or persons, executing this procedure shall have all formal training required of a TVDG Operator.

4. Precautions

None

5. Procedure

The operational reporting requirements for the facility are subdivided into 8 categories, each having a log book associated with it. The categories and corresponding log books are described below.

Note:

It is important to record all events in the appropriate log book within a reasonable time after the occurrence of the event. It is the responsibility of each operator to record those events in which they are involved. If appropriate, an event may (and should) be recorded in more than one log book.

5.1 **TVDG Operations Log Book** - this is a general reporting log for the TVDG facility that contains chronological entries by operations personnel relating to TVDG operations and maintenance. Entries into this book consist of the following items:

5.1.1 Machine status (open or closed), at the time of the event.

5.1.2 Any changes or modifications made to the machine.

5.1.3 Failures of equipment, such as pumps, magnets, power supplies, etc.

5.1.4 Equipment repairs as they are made.

- 5.1.5 Sparks, including voltage, location, and time of occurrence.
- 5.1.6 Inspections and tours made, and the results of these inspections and tours.
- 5.1.7 Operating events, such as conditioning, including individual conditioning, chain oiling, progress of maintenance efforts, power outages, etc.
- 5.1.8 Any other event, which in the judgment of the shift operator, is noteworthy.
- 5.2 **Operations Daily Log** - this log book consists of a loose leaf binder, in which each sheet contains the significant events for that day's operation. Each sheet contains provisions for entries by each shift (3 shifts). Entries for the following items are made in this book:
 - 5.2.1 Ion Species, including chemical symbol and mass.
 - 5.2.2 Energy of the beam in MeV.
 - 5.2.3 Machine Configuration.
 - 5.2.4 User Name.
 - 5.2.5 Target Room and Beam Line being used.
 - 5.2.6 Beam Start and Stop Times.
- 5.3 **TtB Operations Log Book** - this is a general reporting log for TtB and TtB-related items that contains chronological entries by operations personnel relating to TtB operations and maintenance. This log also contains items relating to failures of TtB and TtB-related equipment. It is kept by operations personnel. Many entries in this log are duplicated in the TVDG Operations Log.
- 5.4 **Radiation Safety Log Book** - this log is used to document any maintenance or changes to the Radiation Safety System, as well as any unusual occurrences such as perimeter violations, radiation without interlock, etc. It is also used to log the activation of system gyp switches.
- 5.5 **TVDG Operation Meeting Log** - this log documents the shift-change meetings. It includes topics such as user requests or problems, machine status, equipment failures, repairs or modifications to equipment, scheduling, short- and long-term plans, assignments and their status.

5.6 **Work Control Log** - this log contains the work planning of those jobs not planned by the Operations Supervisor.

5.7 **Lock-Out Tag-Out Log Book** - this log is used to record any locked out or tagged out equipment. It includes dates, times of and the name of the person responsible for the lock-out/tag-out, as well as lock/tag removal. See [Lockout-Tagout](#) for more detail.

5.8 **Sign-Out Log Book** - this log is used to sign loaned equipment in and out.

6. **Documentation**

None

7. **References**

None

8. **Attachments**

None